



WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
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**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

Wednesday, January 14, 2026, 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

BOARD OF DIRECTORS

President Kelvin Moore, Chair
Director Estevan Bennett

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@vwwd.org.

If you require additional assistance, please contact administration@vwwd.org.

CALL TO ORDER

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

DISCUSSION ITEMS

1. Updates to the Human Resources Committee
2. Update on Employees on FMLA and Medical Leave
3. Update on Liability Claims
4. Update on Workers Compensation Claims
5. Update on Recruitments
6. Proposed New Position - Senior Accountant

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ADJOURN

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Acting Board Secretary, Paola Lara, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Lara may be contacted by telephone at (909) 875-1804 ext. 702, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on January 8, 2025.

Paola Lara

Paola Lara, Acting Board Secretary



STAFF REPORT

DATE: January 14, 2026
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources & Risk Manager
SUBJECT: Proposed New Position - Senior Accountant

STRATEGIC GOAL:

Strategic Goal 2 - Be an Exemplary Employer

- A. Attract and Retain High Performing Employees
- B. Prioritize Staff Development, Career Opportunities, and Succession Planning

BACKGROUND:

In October 2025, the District experienced the departure of its Accountant. Following this vacancy, the Chief Financial Officer conducted a comprehensive assessment of the Accounting Division's operational needs, workload distribution, and long-term staffing structure.

As part of this evaluation, the CFO identified the need to strengthen the department's internal career progression and to ensure continuity of operations. The proposed Senior Accountant position is intended to fill this gap and support the District's ongoing financial management responsibilities.

DISCUSSION:

The addition of a Senior Accountant position will significantly strengthen the Finance Department's operational capacity and long-term stability. Following the departure of the Accountant last year, the Chief Financial Officer conducted a comprehensive review of the Accounting Division's structure, workload, and future needs. Through this assessment, it became clear that the department would benefit from a classification that provides a higher level of technical expertise while also creating a clear pathway for professional growth within the division.

Introducing a Senior Accountant supports the District's succession planning efforts by establishing a defined progression within the accounting series. This ensures that institutional knowledge can be developed and retained, reducing the District's vulnerability to turnover in key financial roles. The position also enhances employee retention by offering visible opportunities for advancement, demonstrating the District's commitment to career development and internal mobility.

In addition to supporting workforce development, the Senior Accountant role will strengthen the department's ability to manage complex accounting functions, support audits, and assist with financial reporting and analysis. This added capacity will improve workflow efficiency and help ensure that the District continues to meet its financial obligations in a timely and accurate manner. The proposed classification aligns with common structures used by comparable public agencies, many of which maintain a tiered accounting series to support both operational needs and employee development.

FISCAL IMPACT:

The fiscal impact of adding the Senior Accountant position is minimal. The position is being proposed in place of the previously budgeted Accountant role, and sufficient funds exist within the current fiscal year budget to support the classification without requiring additional appropriations.

REQUESTED ACTION:

Forward a recommendation to the Board of Directors to:

1. Approve the creation of a full-time Senior Accountant position; and
2. Adopt the proposed salary range for the new position as outlined in the updated salary schedule below.

Attachments

[Senior Accountant draft HS 1.7.2026.pdf](#)

[2025-26 Salary Schedule 1.7.2026.pdf](#)



Senior Accountant

Department/Division:	Finance
Reports To:	Finance Manager
Provides Direction To:	
FLSA Exemption Status:	Non-Exempt
Effective Date:	

GENERAL PURPOSE

Under direction, leads and performs complex professional accounting and financial analysis duties in the preparation and maintenance of financial records and reports for various District accounts and funds; provides professional recommendations for action; serves as department liaison to other departments with respect to understanding accounting documents and financial reports; leads and perform advanced, technical financial and statistical reporting related to maintaining the District's general ledger including preparing month end and year end journal entries, reports and participating in the annual audit; provide technical assistance to the Finance Manager, Chief Financial Officer and other departments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is the lead level in the Accountant classification series. It is distinguished from the Accountant in that the Senior Accountant is the lead level classification, while the Accountant doesn't regularly lead other staff. The Senior Accountant is distinguished from the Finance Manager in that the Senior Accountant does not exercise supervisory or management authority.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Leads and participates in a variety of complex accounting and finance-related activities; trains and provides work direction, work coordination, and guidance to assigned staff; reviews work for accuracy, completeness, and compliance with established standards and procedures.
- Maintains various accounts and general ledgers; prepares monthly fiscal reports relating to the progress of assigned accounts.
- Analyzes revenues and expenditures; recommend amendments to the budget; prepares budget resolutions.

- Serves as a financial resource to the Board of Directors and various District departments; provides information regarding various accounts, revenues, and expenditures.
- Audits accounts to ensure availability of funds; reviews demand for payment to ensure correct account numbers, proper signatures, and availability of funds.
- Audits account numbers and balance appropriations available for financial demand and purchase orders; reviews account balances and entries for errors; corrects journal entries.
- Prepares bond construction and lease fund reimbursements.
- Assists departments in the proper classification of revenues and expenditures.
- Maintains and reconciles various ledgers, reports, and account records; examines correct accounting transactions to ensure accuracy.
- Accounts for and monitors all economic development/redevelopment bond-related activity.
- Monitors and balances various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Prepares comprehensive financial and payroll activity studies, reports, and statements as directed.
- Recommends and implements changes in accounting and auditing systems and procedures.
- Prepares and posts journal entries to record revenues, wire transfers, payments to assessment districts, and correct expenditures.
- Prepares investment account statement reconciliations.
- Maintains and adjusts the District's fixed assets records.
- Provides technical assistance and training to District staff in accounting, payroll, and budget administration matters.
- Maintain prompt and regular attendance.
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles of lead direction, work coordination, and training.
- Operational characteristics, services, and activities of an accounting program.
- Generally accepted accounting principles and practices.
- Finance and governmental accounting theory, concepts, procedures, and techniques.
- Principles and practices of budget preparation and administration.
- Principles of fund accounting and corporate, non-profit accounting functions.
- Principles, procedures, and techniques of financial analyses
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.
- Customer services techniques, practices, and principles.

Ability to:

- Provide lead direction, work coordination, and training to assigned staff.
- Perform a full range of responsible, professional-level accounting duties in support of assigned accounting system, function, or program area.
- Collect, analyze, evaluate, and interpret complex information, including complex financial data.
- Contribute to preparing the District's Annual Comprehensive Financial Report and budget.
- Ensure adherence to generally accepted accounting principles.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations supporting goals.
- Understand the organization and operation of the District and outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Understand and apply pertinent laws, codes, regulations, and organization and unit rules, policies, and procedures with sound judgment.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Type and enter data at the speed necessary for successful job performance.
- Perform mathematical calculations quickly and accurately, including adding, subtracting, multiplying, and dividing, and calculating percentages, fractions, and decimals.
- Implement and maintain filing systems.
- Exercise good judgment in maintaining information, records, and reports.
- Operate and use modern office equipment, including computers and supporting word processing and spreadsheet applications.
- Proficiently use Microsoft Word, Excel, and PowerPoint programs.
- Work cooperatively with other departments, District officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries related to the area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Monitor funding of the District projects and capital outlays, including overseeing, coordinating, and administering financial reports, funding requests, budgetary requirements, annual reports, and loan/grant funding.
- Research, compile, and interpret various information and make appropriate recommendations.
- Work independently in the absence of supervision.
- Work under steady pressure with frequent interruptions.
- Plan and organize work to meet changing priorities and deadlines.

Minimum Qualifications

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:

Education: Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field.

And

Experience: Four (4) years of increasingly responsible experience in the accounting or financial field. Previous experience in a governmental agency or utility is preferred.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Desirable Certifications:

License as a Certified Public Accountant (CPA) is desirable.

Master's Degree in Accounting, Finance, Business Administration, Public Administration, or related field is preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, the employee is required to use hands and fingers to handle or feel; repetitive motion for keyboard use and writing; frequently grasp, reach overhead, hold and reach; sit for long periods of time; occasionally walk, use staircases, stand, kneel, stoop and bend; occasionally lift and carry up to 25 pounds or up to sixty (60) pounds with assistance; constantly use overall vision including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and frequently hear and talk, in person and on the phone. Employees may be required to travel to other sites within the District.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt
		Minimum	Maximum	Y = Yes N = No
GIS Student Intern (Limited Term <1000 Hours)	107	\$ 22.96		N
Student Intern (Limited Term <1000 Hours)	107	\$ 22.96		N
Field Assistant (Limited Term <1000 Hours)	107	\$ 22.96		N
Customer Service Representative I	112	\$ 54,038	\$ 76,336	N
Meter Services Operator Assistant	112	\$ 54,038	\$ 76,336	N
Customer Service Representative II	116	\$ 59,634	\$ 84,261	N
Water Distribution Operator Assistant	116	\$ 59,634	\$ 84,261	N
Meter Services Operator I	116	\$ 59,634	\$ 84,261	N
Accounting Specialist I-Billing	119	\$ 64,230	\$ 90,750	N
Accounting Specialist I-Accounts Payable	119	\$ 64,230	\$ 90,750	N
Customer Service Representative III	120	\$ 65,832	\$ 93,018	N
Water Distribution Operator I	120	\$ 65,832	\$ 93,018	N
Meter Services Operator II	120	\$ 65,832	\$ 93,018	N
Administrative Specialist	120	\$ 65,832	\$ 93,018	N
Accounting Specialist II-Billing	121	\$ 67,475	\$ 95,347	N
Accounting Specialist II-Accounts Payable	121	\$ 67,475	\$ 95,347	N
Support Services Specialist I	122	\$ 69,160	\$ 97,718	N
Water Production Operator I	122	\$ 69,160	\$ 97,718	N
Payroll Specialist	123	\$ 70,886	\$ 100,173	N
Accounting Specialist III-Billing	123	\$ 70,886	\$ 100,173	N
Customer Service Lead	124	\$ 72,675	\$ 102,669	N
Development Coordinator I	124	\$ 72,675	\$ 102,669	N
Engineering Inspector I	124	\$ 72,675	\$ 102,669	N
Water Treatment Operator I	124	\$ 72,675	\$ 102,669	N
Water Distribution Operator II	124	\$ 72,675	\$ 102,669	N
Meter Services Operator III	124	\$ 72,675	\$ 102,669	N
Cross-Connection Technician	124	\$ 72,675	\$ 102,669	N
Accounting Specialist Lead-Billing	126	\$ 76,336	\$ 107,869	N
Water Production Operator II	126	\$ 76,336	\$ 107,869	N
Electrical and Instrument Technician	126	\$ 76,336	\$ 107,869	N
Geographic Information Systems (GIS) Technician	127	\$ 78,250	\$ 110,573	N
Public Outreach And Government Affairs Representative I	127	\$ 78,250	\$ 110,573	N
Water Conservation Specialist	127	\$ 78,250	\$ 110,573	N
Support Services Specialist II	128	\$ 80,205	\$ 113,339	N
Facilities Maintenance Technician	128	\$ 80,205	\$ 113,339	N
Development Coordinator II	128	\$ 80,205	\$ 113,339	N
Engineering Inspector II	128	\$ 80,205	\$ 113,339	N
Water Treatment Operator II	128	\$ 80,205	\$ 113,339	N
Water Distribution Operator III	128	\$ 80,205	\$ 113,339	N
Lead Meter Services Operator	128	\$ 80,205	\$ 113,339	N
Water Quality Specialist	128	\$ 80,205	\$ 113,339	N

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt
		Minimum	Maximum	Y = Yes N = No
Cross-Connection Control Specialist	128	\$ 80,205	\$ 113,339	N
Executive Assistant I	128	\$ 80,205	\$ 113,339	N
Assistant Engineer	129	\$ 82,222	\$ 116,168	N
Human Resources Specialist	129	\$ 82,222	\$ 116,168	N
* Human Resources Specialist	Y		\$ 122,616	N
Water Production Operator III	130	\$ 84,261	\$ 119,080	N
Accountant	131	\$ 86,382	\$ 122,054	N
Purchasing Analyst	131	\$ 86,382	\$ 122,054	N
Public Outreach And Government Affairs Representative II	131	\$ 86,382	\$ 122,054	N
Development Coordinator III	132	\$ 88,546	\$ 125,091	N
Engineering Inspector III	132	\$ 88,546	\$ 125,091	N
Water Treatment Operator III	132	\$ 88,546	\$ 125,091	N
Electrical Instrumentation and Control Specialist	132	\$ 88,546	\$ 125,091	N
Lead Water Distribution Operator	132	\$ 88,546	\$ 125,091	N
Information Technology Specialist	132	\$ 88,546	\$ 125,091	N
Human Resources Analyst	133	\$ 90,750	\$ 128,232	N
Water Conservation Analyst	134	\$ 93,018	\$ 131,435	Y
Lead Water Production Operator	134	\$ 93,018	\$ 131,435	N
Executive Assistant II - Confidential	134	\$ 93,018	\$ 131,435	N
Senior Accountant	135	\$ 95,347	\$ 134,722	N
Senior Public Outreach And Government Affairs Representative	135	\$ 95,347	\$ 134,722	Y
Lead Water Treatment Operator	136	\$ 97,718	\$ 138,091	N
Associate Engineer	137	\$ 100,173	\$ 141,544	Y
Customer Service Supervisor	138	\$ 102,669	\$ 145,080	Y
Support Services Supervisor	138	\$ 102,669	\$ 145,080	Y
Development Services Supervisor	138	\$ 102,669	\$ 145,080	Y
Water Quality Supervisor	138	\$ 102,669	\$ 145,080	Y
GIS Administrator	140	\$ 107,869	\$ 152,422	Y
Chief Water Systems Operator-Distribution And Meter Services	140	\$ 107,869	\$ 152,422	Y
Board Secretary	Board Sec	\$ 103,730	\$ 146,557	Y
Information Technology Administrator	140	\$ 107,869	\$ 152,422	Y
Chief Water Systems Operator-Production	142	\$ 113,339	\$ 160,139	Y
Project Manager	143	\$ 116,168	\$ 164,133	Y
Chief Water Systems Operator-Treatment	144	\$ 119,080	\$ 168,251	Y
Senior Engineer	149	\$ 134,722	\$ 190,362	Y
Senior Engineer	Y		\$ 196,498	Y
Business Systems Manager	152	\$ 145,080	\$ 204,984	Y
Public Outreach And Government Affairs Manager	152	\$ 145,080	\$ 204,984	Y
Finance Manager	156	\$ 160,139	\$ 226,262	Y
Director Of Technical Services	156	\$ 160,139	\$ 226,262	Y
Human Resources And Risk Manager	156	\$ 160,139	\$ 226,262	Y

WEST VALLEY WATER DISTRICT
JOB CLASSIFICATIONS - EFFECTIVE

Job Classification Title	Range No	Annual Salary		Exempt
		Minimum	Maximum	Y = Yes N = No
Director Of Engineering	160	\$ 176,758	\$ 249,766	Y
Director Of Operations	160	\$ 176,758	\$ 249,766	Y
Chief Financial Officer	164	\$ 195,104	\$ 275,683	Y
Assistant General Manager	168	\$ 215,363	\$ 304,304	Y
General Manager	GM		\$ 349,253	Y
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2024			\$ 216.70	
BOARD OF DIRECTORS (10 MEETINGS MAXIMUM) as of 10/15/2025			\$ 227.54	

* =Y-Rate (base salary is set above the maximum for the range assigned)